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NIS COMMITTEE MEETING NO. 164
23 February 1954

1. The following were present:

Mr. Clinton	State
Mr. Kain	State
Major Jacobson	Army
Lieut. Madden	Navy
*Lieut. Schmertz	Navy
Major Malone	Air Force
Lieut. Shelton	Air Force
	CIA (Chairman)
	CIA

*vice Lieut. Stallings

Visitors:

Mr. Robert Baum and Mr. George H. Kelly, area specialists from State, present only for discussion of NIS boundary changes.

2. Proposal on NIS Area 50

The meeting opened with presentations by Messrs. Baum and Kelly in support of State's original proposal for treating NIS Area 50 (West Africa) in four parts with respect to Chapters IV, V, and VI (refer to NIS Committee Meeting No. 163). After further discussion, the Committee decided to refer the problem to a working group comprising representatives of OIR and Editorial Staff, D/B. The Chairman emphasized the necessity of arriving at a well rounded solution to this problem since the same problem will recur with other dependency areas. In this regard he noted that solutions most acceptable to the producing components may not necessarily produce the best all-around results since they are apt to result in complex published units costly to print and confusing to use.

3. JANIS Notice

Copies of the proposed notice of classification of JANIS (refer to NIS Committee Meeting No. 163) were distributed to the members, who were asked to indicate the positions of their Agencies on it by the next meeting of the NIS Committee. The Navy member reported his Agency had concurred in it.

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4. Dept. of Agriculture Justification for NIS

All members reported that the Department of Agriculture letter of justification for NIS dated 13 January 1954 was acceptable to their Agencies. This justification was submitted to show a continuing need for NIS elements which Agriculture is now receiving under authorization of IAC D-45/12 (Part II) dated 12 January 1954. The Vice-Chairman will notify the Chief, Liaison Division, OCD, of the approval by the Agencies.

5. NIS Biographical Data

The Committee approved the proposal to publish "Soviet Profiles" as part of NIS 26 (USSR) and to use it as a prototype for subsequent NIS biographical intelligence under the Maintenance Program (refer to NIS Committee Meeting No. 163). In approving this proposal, it was specified that contributing agencies could continue to use such biographical intelligence as they found necessary in their own contributions, with suitable cross reference to the biographical unit for fuller coverage. Whenever a biographical unit under the new format is prepared, it will include the biographical data normally contained in Section 59, "Key Personalities". In these cases, Section 59 will not be produced.

The methods and procedures followed in the production of "Soviet Profiles" will form the basis for developing the new biographical units. Specific details will be worked out at a later date.

6. NIS Maintenance

The Chairman voiced his concern over the failure of some recent maintenance contributions to meet the fundamental requirements set forth in Paragraph 8 of NIS Committee Meeting No. 159, 11 December 1953. Not only is there loss of effective production from such practice, but the time consumed in reviewing them is unacceptable to D/B in view of the heavy backlog that must be processed at this time. The Chairman said he appreciated the fact that maintenance contributions now coming into D/B had been started long before the fundamental requirements for maintenance had been formalized; yet the broad requirements for maintenance had generally been understood by contributors ever since maintenance production had been scheduled.

The Chairman urged that the Maintenance Editor in D/B be consulted by contributors before any maintenance work is started so that analysts may have full knowledge of the gaps and qualitative deficiencies of the related published sections.

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7. Key Personnel List

The Chairman stated the Key Personnel Lists have been submitted by the Agencies, and the issuance of the consolidated list awaits only the move within D/B which will be completed within a few weeks. Upon completion of this move, the new locations and telephone numbers will be listed for use of all analysts and others engaged in NIS production. He asked the members to advise D/B if there are any changes in the lists they have already submitted.

8. 1955 Production Schedule

The Vice-Chairman noted that all Agencies except Army had firmed up the Tentative NIS Production Schedule for Fiscal Year 1955. The Army member reported that his office was in the process of consolidating Army's schedule and would have it in form to submit to D/B by 26 February 1954.

Upon receipt of Army's schedule the Vice-Chairman said he would get out a revision of the tentative schedule and send copies directly to the members so that they could have time to look them over before the next meeting. He stated that production schedules for Chapters I and for Chapters VI on the Bloc Areas will be incorporated into the schedule at a later date.

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9. Request for NIS Maps

The Army member reported that the question of releasing certain maps on NIS Area 67 (refer to NIS Committee Meeting No. 163) had not yet been cleared through Army Security but he expected a report very soon at which time he would inform the Chairman.

10. New Control Statement

The Vice-Chairman noted that Army was using a new control statement which was different from that used by the other Defense Agencies. In view of the various types of control statements and procedures for using them the Vice-Chairman requested that all contributors include statements in their letters of transmittal setting forth what part or parts of contributions were controlled.

11. The Chairman said that the next meeting of the Committee was being moved back a week so that the pending business on Chapter I contributions (due 15 March) and NIS Questionnaires (due 15 March) could be dealt with at that meeting. The next meeting was scheduled for 1000 hours on Tuesday, 16 March 1954.

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